



**Army National Guard**

**General Officer**



## **Federal Recognition Handbook**

Prepared by:  
NGB-GO  
1411 Jefferson Davis Highway  
Arlington, VA 22202-3231

July 2004

## SUMMARY OF CHANGES / UPDATES

(\* Denotes additional changes and/or specific information for the July 2004 handbook)

*It is very important that the handbook is read in its entirety. However, particular attention should be directed to this quick reference outline. Specific changes and updates that are based on lessons learned from previous boards are emphasized, as follows:*

1. **Page 3, "Common Errors for 2004 Boards";**
2. **Page 5, paragraph 5a,** *"Only nomination memorandum is needed by 15 August 2004, all other documents are needed by 1 September 2004."*
3. **Page 6, paragraph 9,** *"Point of contact is SFC Sandra D. Bradford"*
4. **Page 7, ARNG Federal Recognition Board Process,** *"OSD FMP" changed to "OSD PDUSD (P&R)" and "OSD P&R" changed to "OSD USD (P&R)"*
5. **Page 13, ARNG GOFRB Checklist,** *"OMPF On-line Review Checklist"; and "Physical should be forwarded to NGB-GO after State Surgeon's approval"*
6. **Page 29,** *"Date of Commission and Present Assignment spell out the month";*
7. **Page 35,** *"OMPF On-line Review Checklist ".*

## **COMMON ERRORS for 2004 BOARDS**

**Avoiding these errors can greatly improve the board process for 2004:**

### NOMINATION MEMORANDUMS

- Missing information in paragraph 1a. - I.

### OMPF ON-LINE REVIEW CHECKLISTS

- Late submissions

### OFFICIAL PHOTOS

- Awards in the incorrect order
- Awards do not match resume

### RESUME OF SERVICE CAREER WITH ADDENDUMS

- Incorrect headings or lack of headings on subsequent pages
- Additional highlights and underscores
- Misspelled words
- Military courses with less 40 hours completion
- Incorrect award annotations for subsequent awards
- Using state awards on the resume
- Assignments without locations
- Adding zip codes
- Incorrect sequence of assignments
- Missing proposed assignments and/or current assignments
- Using sample resumes from old versions of the handbook

### APFT

- Outdated APFT for AGR nominees

### PHYSICAL EXAMINATIONS

- Physical completed by National Guard/Reserve units or State Surgeons (instead of active component medical facilities or MEPS)

### STATE PROMOTION ORDERS

- Orders not included in the packet for nominees currently state promoted and in position

### STATE ASSIGNMENT ORDERS

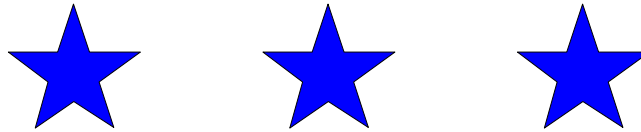
- Orders not included in the packet for nominees currently in position

### OFFICER EVALUATION REPORTS (OER)

- Extremely late submissions to OER and PERMS sections
- Too many reports in hard copy to the board, due to late submissions
- Missing OERs with no follow-up action to obtain NGB Form 25 to fill the gaps

### OFFICIAL MILITARY PERSONNEL FILE (OMPF)

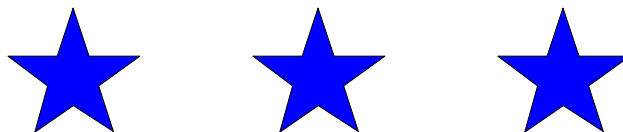
- Missing large amounts of OERs, certificates, orders, awards, military and civilian education



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(Changes and/or updates are highlighted and bolded in some cases.)



## ***FEDERAL RECOGNITION PROCESS INTRODUCTION***

1. The NGB General Officer Management Office (NGB-GO) developed this handbook to assist the States in submitting a nomination packet that will satisfy all regulatory and statutory requirements. It includes explanatory remarks as well as examples that are to be used as guides.

2. The Call for Nominations for the December 2004 ARNG General Officer Federal Recognition Board (GOFRB) was distributed to the States on **1 July 2004**. To be eligible for consideration, the officer's mandatory removal date (MRD) must be on or after **9 March 2005**.

3. The GOFRB process can be quite lengthy. The Federal recognition nomination process to the grade of brigadier or major general is to provide a uniform qualification standard review. The Governor or Adjutant General appoints and recommends qualified individuals to the grade of brigadier or major general. The Federal recognition nomination packet is forwarded by the state to NGB for further processing. In an effort to minimize delays in the process, it is essential that records submitted to the GOFRB reflect the highest standards of accuracy and completeness. Each state MILPO or Officer Personnel office must screen each packet prior to submission to NGB-GO.

4. States are responsible for requesting a current copy of the officer's Official Military Personnel File (OMPF) from the Personnel Division (NGB-ARP-C) and review for accuracy. **Special attention should be drawn to OERs, military and civilian education, and awards.** Fax OMPF changes to NGB-ARP-C, DSN 327-8546 or commercial (703) 607-8546. Missing or illegible documents must be forwarded directly to NGB-ARP-C (Customer Service). If replacing an illegible copy, annotate REPLACEMENT. IAW AR 600-8-104, forward only authorized documents. To ensure information is added to the officer's OMPF in a timely manner (to meet the ARNG GOFRB), annotate the transmittal "**GOFRB Documents.**" Each state is responsible for reviewing the On-Line OMPF to ensure changes were posted. **Final CDs for the board will be retrieved on 30 November 2004. NOMINEES and MILPO personnel are responsible for ensuring updates are submitted and posted, prior to this date. Only military education and OERs will be allowed to be placed hard copy in the board file beyond 1 December 2004. OERs that are not profiled will not be accepted.**

Time  
consuming  
but must  
be done

1. Listed below are suspense dates for all required documents. Ensure all required documents, except the physical examination, Officer Evaluation Reports and missing OMPF documents are forwarded to NGB-GO.

a. **15 August 2004** – Nominations

- Nomination memorandums

b. **1 September 2004** – Nomination Packet

- Database Information Sheet
- Applicable request for waivers

- Appropriate relinquishment memorandum
- ARNG GOFRB Checklist
- Investigative Statement
- Official Photograph
- Resume of Service Career (**with signature on the final page of the resume**) with Addendum
- OMPF On-Line Review Checklist (signed by the nominee)
- State promotion and assignment orders (not for Certificate of Eligibility packets)
- Retirement Points Accounting Statement
- Army Physical Fitness Test, DA Form 705 (including the DA 5500-R/5501, if required)
- Personnel Qualifications Record, DA Form 2-1
- Security Clearance Memorandum
- Race and Gender Analysis sheets (**signed by the Adjutant General**)
- Physical Exam (**completed and approved by an active component facility or MEPS only----no exceptions**)

c. **9 September 2004** – Physical examination, Officer Evaluation Reports and documents missing from officer's OMPF. If all issues concerning the physical evaluations are not resolved prior to the date of the board, the nominee will not be considered by the GOFRB.

d. **30 November 2004** - Final updates for OMPF (on 30 November 2004 - the final CD will be printed for board consideration.) **ANY DOCUMENTS ADDED TO THE OMPF AFTER THIS DATE, WILL NOT APPEAR ON THE CD SEEN BY THE BOARD.** Hard copy documents must be submitted by **1 December 04**. All OERs must be profiled.

e. **9 December 2004** – ARNG GOFRB.

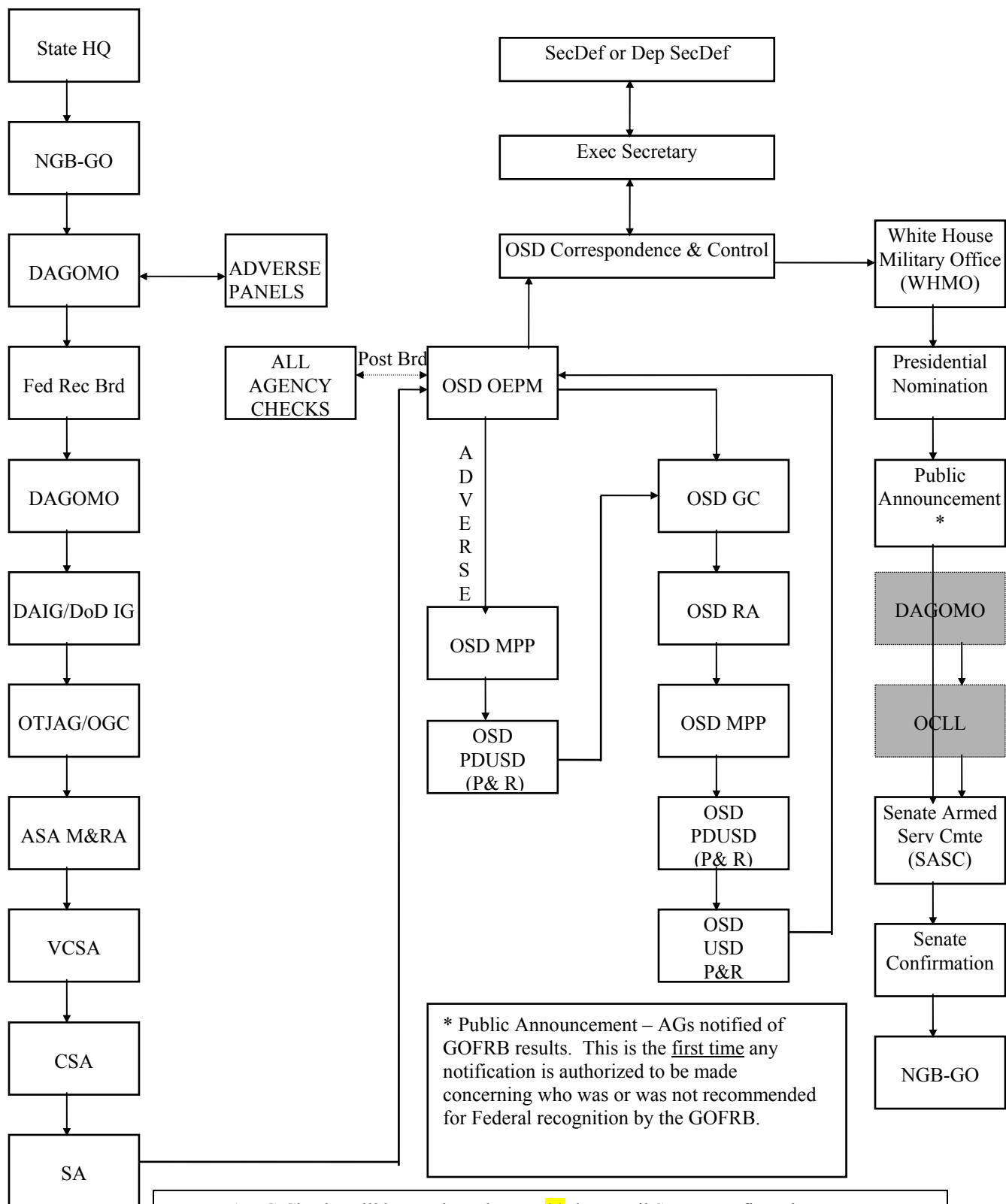
**2.** In addition to the hard copy, provide an email of the Resume of Service Career in Word 6.0 or 7.0 format to [GOmailbox@ngb.af.mil](mailto:GOmailbox@ngb.af.mil) with the subject line that reads, "**Resume (NAME) Dec 04 GOFRB**". Resumes must be submitted in the format as indicated in the example. **Any deviations from this format will cause delays in the process. \*\*Note: Incorrect resumes will be returned for corrections.**

**3. Place all documents under the checklist. Do not** staple, hole punch or bind any originals, including the Resume of Service Career. Ensure all items are appropriately dated and signed, as applicable. Fancy packaging or binders are not necessary since the required documents will be removed and placed in a separate board file to ensure that all files are identical.

**4.** Items in italics are for reference only. Fill in the correct information.

**5.** Contact SFC Sandra D. Bradford for further information at DSN 327-3646, commercial 703-607-3646 or email at [sandra.bradford@ngb.af.mil](mailto:sandra.bradford@ngb.af.mil).

# ARNG Federal Recognition Board Process



Notes: 1. IG Checks will be conducted every 90 days until Senate confirmation.  
 2. State, NGB, SA, and DoD IG offices MUST make notification immediately about any potentially adverse information. IAW DoDI 1320.4, SA has 5 duty days to notify OSD of potentially adverse information.

## ARNG GO FEDERAL RECOGNITION REFERENCES

1. The governing regulation is NGR (AR) 600-100, Commissioned Officers – Federal Recognition and Related Personnel Actions, <http://www.ngbpdc.ngb.army.mil/>. NGR (AR) 600-100 is IAW Title 10 USC, Subtitle E, Part III, and Title 32 USC, Chapter 3, <http://USCODE.HOUSE.GOV/USC.HTM>. The criteria prescribed in NGR (AR) 600-100 are minimum requirements that qualify applicants for consideration. \*There are two applicable All-States Memorandums:

a. Log Number P02-0065 dated 11 December 2002, SUBJECT: Time in Grade (TIG) Requirements for Promotion to Brigadier General and Major General (document is valid for board purposes)

b. Log Number P02-0025 dated 23 May 2002, SUBJECT: Change to Maximum Age Authorized for Consideration to O-7 and O-8 (document is valid for board purposes)

2. Other related regulations and guidelines are:

a. DOD Instruction 1320.4, Military Officer Actions Requiring Approval of the Secretary of Defense or the President, or Confirmation by the Senate  
<http://www.defenselink.mil/>

b. AR 40-501, Standards of Medical Fitness, <http://www.usapa.army.mil/>

c. AR 135-156, Personnel Management of General Officers

d. AR 351-1, Individual Military Education and Training

e. AR 380-67, Personnel Security Program

f. AR 600-8-104, Military Personnel Information Management/Records

g. AR 600-8-105, Military Orders

h. AR 600-9, The Army Weight Control Program

i. AR 623-105, Officer Evaluation Reporting System

j. AR 640-30, Photographs for Military Personnel

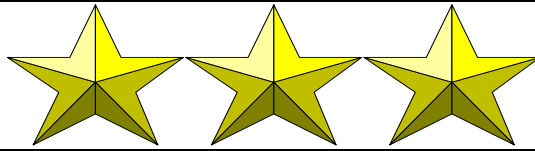
k. AR 670-1, Wear and Appearance of Army Uniforms and Insignia

l. FM 21-20, Physical Fitness Training

m. NGR 40-501, Standards of Medical Fitness – Army National Guard  
<http://www.ngbpdc.ngb.army.mil/>

\*n. Ribbon website to assist officers - <http://www.arng.army.mil/tools/ribbonRack/build>





## Call for Nominations for December 2004 ARNG General Officer Federal Recognition Board

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### Announcement Number GO-04-011

FOR State Military Personnel Officers

SUBJECT: December 2004 ARNG General Officer Federal Recognition Board

1. The Secretary of the Army has announced **9 December 2004** as the date to convene the Army National Guard (ARNG) General Officer Federal Recognition Board (GOFRB). In view of the importance of consideration to the general officer grades, your personal attention and expeditious action are requested. To be eligible for consideration by this GOFRB, an officer's mandatory removal date must be on or after **9 March 2005**. Nomination memorandums must be forwarded to NGB-GO, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231 to arrive NLT **15 August 2004**. Nomination packets must be forwarded NLT **1 September 2004**.

2. All nomination packets are to be completed IAW the **July 2004** ARNG GO Federal Recognition Handbook, **only**. While there have not been major changes to the process, the substantial number of minor changes based on lessons learned dictate you look at this document with fresh eyes. Remember, this Handbook provides the required formats to be used when completing all required documentation. Uniformity ensures that individual officer records do not stand out from another, thus reducing board member questions and concerns. Use only the Handbook that is on the website; do not use earlier editions. The Handbook is accessed through the NGB GOMO website (<http://www.ngb.army.mil/ngbgomo>) and is located in the "News" section. Access to this section is restricted and requires User ID and password. All MILPOs and their staffs handling general officer actions should be registered users. Those who have not registered must complete the registration form located at the "News" section and receive a User ID and password from this office. Refer questions to Mr. John Ellington at (703) 607-3641.

NGB-GO

SUBJECT: December 2004 ARNG General Officer Federal Recognition Board

3. Suspense dates for the required documentation to be sent to NGB-GO (ATTN: SFC Bradford), 1411 Jefferson Davis Highway, Arlington, VA 22202-3231 are as follows:

a. **15 August 2004** – Nominations

- Nomination memorandums

b. **1 September 2004** – Nomination Packets

- Database Information Sheet
- Applicable request for waivers
- Appropriate relinquishment memorandum
- ARNG GOFRB Checklist
- Investigative Statement
- Official Photograph
- OMPF On-Line Review Checklist
- Resume of Service Career (**with signature on the final page of the resume**) with Addendum
- State promotion and assignment orders (not for Certificate of Eligibility packets)
- Retirement Points Accounting Statement
- Army Physical Fitness Test, DA Form 705
- Personnel Qualifications Record, DA Form 2-1
- Security Clearance Memorandum
- Race and Gender Analysis sheets (**signed by the Adjutant General**)
- Physical exams (**completed and approved by an active component facility or MEPS only----no exceptions**)

c. Physical exams are to be scheduled to ensure that all consultations or recommended follow-up actions are accomplished and final medical qualification is determined in order to meet the suspense. Nominees with P3 physical profiles should appear before the appropriate medical board. **ALL PHYSICALS MUST BE COMPLETED BY ACTIVE COMPONENT FACILITIES OR MEPS (no exceptions).** **Physicals completed by National Guard/Reserve units and state surgeons are not authorized for this process and will be returned. Forward the physical exam directly to NGB-GO.** We recommend state surgeons review physicals and assist with any additional requirements.

4. The ARNG GOFRB process can be quite lengthy. In an effort to minimize delays in the process, it is essential that records submitted reflect the highest standards of accuracy and completeness. Therefore, our point of contact for these actions will be each State Military Personnel Officer. Your review of the final product prior to submission to this office will assist in the efficiencies of providing quality documents to the Department of Army. This review will also reduce the requirement to staff documents back to your office for corrections and/or additional information.

5. It is essential that each Military Personnel Office **assist** the nominated officers in reviewing their Official Military Personnel File (On-Line). To ensure completeness of the OMPF, final review must be accomplished **NLT 15 November 2004**. ANY DOCUMENTS ADDED TO THE OMPF AFTER THIS DATE, WILL NOT APPEAR ON THE OMPF SEEN BY THE BOARD. All hard copy OERs must be profiled. **No later than 30 November 2004**, NGB-ARP-C WILL PRINT THE FINAL OMPF THAT THE BOARD WILL CONSIDER. In the handbook, you will find a **OMPF On-Line review checklist** to assist you in this review. **Forward this checklist to NGB-GO upon completion of the initial OMPF review. DO NOT WAIT UNTIL THE OMPF HAS BEEN REPAIRED TO FORWARD THE CHECKLIST.** Examples of entries are displayed on the checklist. Missing or illegible documents must be submitted with a DA Form 200, Transmittal Form. To ensure prompt attention, mark DA Form 200 as **ARNG GOFRB Documents**. This includes the **special officer evaluation report** as prescribed in **NGR (AR) 600-100, paragraph 11-8 (9)**. **Forward to NGB-ARP, no later than 1 November 2004.** You will need to ensure that the Officer Management Branch (NGB-ARP-C) Customer Service Section is contacted to request a copy of the officer's OMPF. However, remember that the Official Military Personnel File (OMPF) can be reviewed online. **Nominees and/or MILPO personnel are responsible for tracking all changes made on the final OMPF, prior to the suspense date.** Anything not placed on the OMPF before the final printing must be placed in the board file as a hardcopy. Remember, OERs must be profiled to be seen by the board.

6. **Battalion command is no longer a requirement for consideration by the board.** However, battalion level command demonstrates easily quantifiable technical expertise, executive level experience, and achievement within his/her branch or career field. It is clearly an attribute that the board will consider when evaluating the officer's potential for service at the general officer level.

7. Many resumes from last year's board were not up to the required standard. Since the resume is the most significant representation of the nominee (other than the OMPF), it is extremely important that they are correct and in the proper format. It is also important that all resumes are uniform. Anything that detracts from that appearance causes the resume to "stand out" and possibly have a negative affect on the nominee's board file. Common errors include: incorrect headings or lack of headings on subsequent pages; additional highlights and underscores; misspelled words; military courses with less than 40 hours completion; incorrect award annotations for subsequent awards; using state awards; assignments without locations; adding zip codes; incorrect sequence of assignments; missing proposed assignments and/or current assignments; and using sample resumes from old versions of the handbook. All resumes that are not within the guidelines described in the current version of the GO Handbook will be returned and will not be submitted until corrected.

8. Another item to be closely monitored is the quality of the officer's official photo. These photos are an important part of the review by the members of the GOFRB. Ensure that authorized patches, badges and ribbons are worn properly and include the appropriate devices. All awards and decorations on the uniform must match the resume and OMPF. The resume should be updated (electronically) and forwarded to this office, along with a new photo, if changes occur during this process.

9. Your assistance in this very important task is greatly appreciated. Specific questions concerning the required documentation may be directed to SFC Bradford at 703-607-3646 or DSN 327-3646.

//s//

STEPHANIE K. WALSH  
Colonel, USAF  
Chief, General Officer Management  
Office

**DECEMBER 2004 - ARNG GOFRB CHECKLIST**  
**GOFRB PACKET DUE DATE: 1 SEPTEMBER 2004**

*(Complete checklist and enclose with nomination packet)*

RANK/NAME: \_\_\_\_\_ STATE: \_\_\_\_\_

STATE POC: \_\_\_\_\_ PHONE: \_\_\_\_\_

ITEM	ATTACHED <i>Enter the date mailed</i>	STATUS <i>Mailed/Handcarried/Remarks</i>
➤ Nomination Memorandum ➤ <b>To NGB-GO NLT 15 August 04</b>		
➤ GO Database Information Sheet (hard copy or e-mail to <a href="mailto:GOMailbox@ngb.af.mil">GOMailbox@ngb.af.mil</a> )		
➤ Waiver Request(s)		
➤ AAG / AG NOMINEES ONLY - extract of State code		
➤ Statement regarding Technician/AGR relinquishment		
➤ OMPF On-Line Review Checklist ➤ <b>NLT 9 Sept 04</b>		
➤ Photographs ➤ (4 copies) COL: 4x6 or 4x10 ➤ (4 copies) GO: 8x10 Head and Shoulders		
➤ Resume of Service Career With Addendum (hardcopy, with signature and email to <a href="mailto:GOMailbox@ngb.af.mil">GOMailbox@ngb.af.mil</a> )		
➤ Personnel Qualifications Record (DA Form 2-1)		
➤ Army Physical Fitness Test Score Card (DA Form 705) including the DA Form 5500-R, if required		
➤ Physical Examinations <b>*NLT 9 Sept 04 (Forward to NGB-GO AFTER STATE SURGEON'S APPROVAL)</b>		
➤ State Appointment Orders - Appointing individual brigadier or major general, Adjutant General's Corps or General Officer of the Line		
➤ State Assignment Orders – Assigning individual to a position authorized for a brigadier or major general.		
➤ Memorandum verifying possession of Certificate of Security (DA Form 873)		
➤ Investigative Statement Memorandum		
➤ Current Retirement Point Accounting System (RPAS) Printout		
➤ Officer Evaluation Reports <b>(Forward to NGB-ARP-C, ATTN:OER Section)</b>	DO NOT FORWARD TO NGB-GO	
➤ Documentation missing from OMPF <b>(Forward to ARP-C, Customer Service Section, S: 15 November 04 -- completed)</b>	DO NOT FORWARD TO NGB-GO	
➤ Race and Gender Analysis Data Sheets		

## **NOMINATION MEMORANDUM OR LETTER**

**REF: NGR (AR) 600-100, paragraph 11-8a(1)**

**AR 135-1, paragraph 3-6d**

1. All Adjutants' General nomination memorandums must be signed by the Governor. A memorandum signed by either the Governor or the Adjutant General is required for all other officers.
2. This recommendation is vital to the Federal recognition packet. It should address the strengths of the member, include specific reasons for selection to the assignment, note contributions made to the Army and ARNG missions, and provide a strong promotion recommendation. **All required information, as indicated on the example, must be provided on the nomination memorandum in the exact format illustrated. Older versions of this memorandum are not acceptable and will require corrections.**
3. Nomination memorandums must specify the current and projected assignment information. The memorandum must also identify if the nominee is to be considered for Federal recognition as a General Officer of the Line (GOL) or Adjutant General's Corps (AGC). For a Certificate of Eligibility (COE), it must identify the current incumbent and reason the incumbent will vacate the position. **An officer considered for a COE for GOL must meet all minimum requirements at the time of consideration and should be able to meet time in grade requirements for retirement upon projected assignment date, in conjunction with State General Officer Force Management plan.**
4. To be eligible for consideration for this GOFRB, an officer's mandatory removal date (MRD) must be on or after **9 March 2005**.
5. For a State Adjutant or Assistant Adjutant General nominee, an extract of the pertinent portion of the state code governing appointment and grade **\*must** be provided. For an Assistant Adjutant General (AAG), state code must provide specifically for such a position in the grade of brigadier general. Executive orders or other directives, which implement a state code but are not specific, are not sufficient for Federal recognition purposes. If a state code authorizes two AAG positions, only one AAG position will be authorized as AGC.
6. Nominees for the positions of Adjutant or Assistant Adjutant General may be considered for Federal recognition as GOL to encumber an AGC position. The nominee must meet all minimum requirements for GOL qualifications.

**\*Also include a copy of the appropriate page of the MTOE for each GOL position.**

----- **EXAMPLE** -----  
----- **NOMINATION MEMORANDUM** -----

Office Symbol

DATE

MEMORANDUM FOR Chief, National Guard Bureau, ATTN: NGB-GO

SUBJECT: Nomination for *Federal Recognition / a Certificate of Eligibility* (type in only one) of Nominee to Brigadier/Major General (choose appropriate verbiage)

1. Under the provisions of NGR (AR) 600-100, Chapter 11-8a(1), I recommend the following named officer for *Federal Recognition / a Certificate of Eligibility* in the Army National Guard:

a. Name: **Last, First, MI.**

b. SSN: **XXX-XX-XXXX**

c. Date of Birth: **DD MMM YY**

d. Date of Rank: **DD MMM YY**

e. Mandatory Removal Date: **DD MMM YY**

f. Date of Commission: **DD MMM YY**

g. O-6 Branch: **Infantry**

h. Status: **M-day/Technician/AGR(if AGR include number of Total Active Federal Service years)**

i. Area of Concentration and/or Functional Area: **11B**

j. Present Grade and Unit: **Colonel, Commander, 449<sup>th</sup> Field Artillery Brigade, State Army National Guard. Para 001, Ln 01.**

k. Grade, MTOE/TDA position and unit for which recommended: **Brigadier General, Deputy Commander, Joint Force Headquarters, State Army National Guard, VICE: BG Shagwell, retiring 1 April 2004.**

l. Federal recognition type: GOL, AGC or **GOL Qualification Only** (choose one)

2. This officer has clearly demonstrated the required fitness for the responsibilities and duties of the position, grade and branch for which recommended.

a. The following periods of service are creditable for promotion to the higher grade: **DD MMM YY** to present.

**The information  
in items a. through l. are  
mandatory.**

**This item  
must be  
completed  
with  
incumbent  
information,  
as shown**

**GOL  
Qual  
applies to  
BG/MG  
who are  
currently  
AGC  
only.**

Office Symbol

SUBJECT: Nomination for *Federal recognition/a Certificate of Eligibility* of Nominee to Brigadier/Major General (choose appropriate verbiage)

NOTE:  
New  
verbiage

b. This officer meets the minimum military requirement of completed Senior Service College IAW AR 351-1 and the civilian educational requirement of a baccalaureate degree.

c. Individual meets the height and weight standards of AR 600-9 as verified by: **DA Form 705 or Physical Examination on DATE.**

NOTE:  
New  
verbiage

d. This officer meets all requirements and does not require any waivers.

**New requirement:**

A copy of the source document for Senior Service College must be provided with Board packet.

3. (The following is an example and should not be used verbatim, also refer to paragraph 2, page 12 of the handbook) *Rank Last Name* is, without reservation, the best-qualified officer in the *State Army National Guard* for the position of *Deputy STARC Commander*. *He/she* has been an outstanding performer and is fully qualified for Federal recognition and the ensuing duties. *He/she* has demonstrated *his/her* capabilities with superior performance in both command and staff positions. *Rank Last Name* is a strong leader and a role model for officers of lesser rank. I strongly recommend *him/her* for Federal recognition.

Encls

1. Database Information Sheet
2. Waiver(s) (as needed)
3. Relinquishment memoranda (as needed)

/s/

GEORGE POWERS  
Major General, XXARNG  
The Adjutant General



## ***DATABASE INFORMATION SHEET***

1. A reproducible copy of the general officer database information sheet is available on the website (<http://www.ngb.army.mil/ngbgomo>). Officer should complete both pages of the form as accurately and completely as possible.

\*2. The officer must update the database information sheet as often as needed during the Federal recognition process, **especially when the duty assignment changes**. This information is used by the **NGB Senior Leadership** and must be accurate. Email (or fax) updated sheets to [Gomailbox@ngb.ang.af.mil](mailto:Gomailbox@ngb.ang.af.mil).

3. At some point during the Federal recognition process, the MILPO will be asked to verify the current duty position of the officer. In order to avoid unnecessary delays upon Senate confirmation, whenever there are any changes to the submitted information, notify NGB-GO (ATTN: SFC Bradford) immediately via email at [sandra.bradford@ngb.ang.af.mil](mailto:sandra.bradford@ngb.ang.af.mil).

## GENERAL OFFICER DATABASE INFORMATION SHEET

In order to maintain the NGB-GO general officer database, the information below is requested on all general officers and colonels in or being nominated for general officer positions. Please send initial and updated information to [Gomailbox@ngb.ang.af.mil](mailto:Gomailbox@ngb.ang.af.mil) or mail to Chief, National Guard Bureau, ATTN: NGB-GO, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231, You may also fax it to commercial (703) 607-1313, DSN 327-1313. If form clarification is needed, call (703) 607-3643.

NAME: \_\_\_\_\_ NICKNAME: \_\_\_\_\_ SSN: \_\_\_\_\_  
(Last, First, Middle) (If applicable)

STATE RANK: \_\_\_\_\_ STATE DOR \_\_\_\_\_ MRD: \_\_\_\_\_ OFFICER'S GO TYPE: GOL / AGC  
(Circle One)

FEDERAL RANK: \_\_\_\_\_ FEDERAL DOR: \_\_\_\_\_

COL BRANCH (n/a ANG): \_\_\_\_\_ AOC I \_\_\_\_\_ AOC 2 \_\_\_\_\_  
(ADA, AG, FA, IN, QM, TC, etc.)

UNIT ASSIGNED: \_\_\_\_\_

POSITION ASSIGNED: \_\_\_\_\_ DATE ASSIGNED POSITION: \_\_\_\_\_

COMPLETE UNIT ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

UNIT PHONE: (CML) \_\_\_\_\_ DSN: \_\_\_\_\_

FAX: (CML) \_\_\_\_\_ DSN: \_\_\_\_\_

UNIT E-MAIL ADDRESS: \_\_\_\_\_  
(Please print clearly and indicate upper/lower case)

RACE: \_\_\_\_\_ BIRTHPLACE: \_\_\_\_\_ DOB: \_\_\_\_\_

SPOUSE'S NAME: \_\_\_\_\_ NICKNAME: \_\_\_\_\_  
(If applicable)

HOME ADDRESS: \_\_\_\_\_  
Street

\_\_\_\_\_ City State Zip Code

HOME PHONE: \_\_\_\_\_ CELL PHONE/PAGER: \_\_\_\_\_  
(area code & number) (circle one) (area code & number)

## GENERAL OFFICER DATABASE INFORMATION SHEET

**BEST E-MAIL ADDRESS:** Please provide the best e-mail address to contact you. Ensure you identify if it is case sensitive: \_\_\_\_\_

*(Please print clearly and indicate upper/lower case)*

**FULL-TIME OCCUPATION:** \_\_\_\_\_ **TYPE:** \_\_\_\_\_  
*(AGR, Technician, State, Civilian)*

**WORK PHONE:** \_\_\_\_\_ **(DSN)** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
*(area code & number) (If applicable)*

**HIGHEST MILITARY EDUCATION LEVEL:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_

**METHOD OF ATTENDANCE:** \_\_\_\_\_  
*(Correspondence, In Residence)*

**HIGHEST CIVILIAN EDUCATION LEVEL:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_

**CIVILIAN MAJOR:** \_\_\_\_\_

**HIGHEST MILITARY AWARD:** \_\_\_\_\_ **DATE ISSUED:** \_\_\_\_\_

**SECURITY CLEARANCE:** \_\_\_\_\_ **DATE OF CLEARANCE:** \_\_\_\_\_  
*(Level)*

**Note:** The information provided on this sheet will be used to set up an account for access to our General Officer Management Office Website (<http://www.ngb.army.mil/ngbgomo>). The user ID, password, and instructions for access to this website will be faxed at a later date.

**AS OF** \_\_\_\_\_  
*(Day, Month, Year)*

**Principal Purpose:** To identify the officer and provide officials with updated information concerning the officer's contact data.

**Routine Uses:** The SSN, address, and phone numbers assist General Officer Management personnel in expeditiously identifying and contacting the officer.

**WAIVER REQUESTS**  
**REF: NGR (AR) 600-100, paragraph 11-4 and**  
**All States Log Numbers P02-0065 & P02-0025**

1. Submit waiver requests (as needed) with the nomination memorandum.

**\*NOTE:**

**Waiver requests for Senior Service College, age and time in grade have not been supported by the Secretary of the Army, except under extenuating circumstances with justification.**

**Nominees must fully complete the Senior Service College requirement. Phase I of the correspondence course does not constitute completion. RECOMMEND all nominees be fully qualified to avoid any difficulty or delay in the process.**

2. Age and time in grade requirements:

a. The minimum promotion service time in paragraph 11-4(c) was modified with All States Memorandum Log Number P02-0065, dated 11 Dec 02, SUBJECT: Time in Grade (TIG) Requirements for Promotion to Brigadier General and Major General.

b. The maximum age authorized in paragraph 11-4(f) was modified with All States Memorandum Log Number P02-0025, dated 23 May 02, SUBJECT: Change to Maximum Age Authorized for Consideration to O-7 and O-8.

**OFFICER MUST NOT HAVE REACHED THE AGE BELOW BEFORE THE BOARD:**

**TO MAJOR GENERAL**

GOL, GOL QUAL	58
AGC (STATE AG)	62

**TO BRIGADIER GENERAL**

GOL, GOL QUAL	56
AGC (STATE AG)	62
AGC (STATE AAG)	58

----- **EXAMPLE** -----  
----- **Waiver Request** -----

**STATE LETTERHEAD**

XXX-XX

DATE

MEMORANDUM FOR Chief, National Guard Bureau, ATTN: NGB-GO

SUBJECT: Request for *Type of Waiver for rank and name*

1. I have selected *rank, full name* as the *TDA/MTOE position title* for the *State Army National Guard (ARNG)*. This is a request for waiver of paragraph 11-4#, NGR (AR) 600-100, which requires that (*state the requirement*).

2. *State the facts of the officer's situation in this paragraph.*

3. *State background information, applicable to the waiver request.*

4. *State why this officer is critical to the mission.*

5. *State HQ POC information.*

*Signature Block*  
TAG

## **STATEMENT OF UNDERSTANDING FOR TECHNICIAN OR AGR**

**REF: NGR (AR) 600-100, paragraph 11-8(12);  
TPR 715, paragraph 2-4**

1. Technicians are ineligible for consideration unless the nomination packet includes a clear, unequivocal statement of understanding that technician employment will be terminated NLT one day prior to Federal recognition as a general officer. For officers being considered for Certificates of Eligibility, a Statement of Understanding must still be provided.
2. AGRs are ineligible for consideration unless the nomination packet includes a clear, unequivocal statement of understanding that AGR status must be terminated NLT one day prior to Federal recognition as a general. For officers being considered for Certificates of Eligibility, a Statement of Understanding must still be provided. **\*See NOTE below.**
3. The MILPO must provide the state HRO a copy of either of the Statement of Understanding so they may take appropriate action in a timely manner.

### **NOTE: AGR COUNSELING**

*\*AGR officers (colonel and below) with 20 or more years of total active federal military service (TAFMS) are to be advised by the MILPO of the options/impacts regarding active duty retirement and effects of meeting a Federal recognition board for O-7. MILPOs are requested to contact NGB-GO with any questions and to also ensure they have the latest policy, statutory and/or regulatory information to provide the officer. (Refer to pages 22 and 23 of this handbook for specific information to further advise nominees of the options.)*

- Officers can not receive Federal recognition as a brigadier general while in any type of leave status.
- A copy of DD 214 is required to receive Federal recognition orders.

----- **EXAMPLE** -----  
----- **Technician/AGR Status** -----

(Your State Letterhead)

XXX-XX

DATE

MEMORANDUM FOR Chief, National Guard Bureau, ATTN: NGB-GO

SUBJECT: Relinquishment of *Technician/AGR* Status

This is to certify that I will relinquish my (*technician/AGR*) position, **one day prior to** Federal Recognition as a general officer. I understand that I must terminate my (*technician/AGR*) status with enough time to allow for proper administrative processing (as designated by each state), but not later than one day prior to the date of Federal recognition as a general officer.

Nominated Officer's Signature Block

CF:  
State HRO

## **INVESTIGATIVE STATEMENT**

**REF: DoD Instruction 1320.4**

1. This statement must be submitted on all nominees meeting the ARNG GOFRB and **must** be signed by the Adjutant General. If the Adjutant General is meeting the board, the statement **must** be signed by the state Inspector General.
2. It is imperative that a **thorough** review be accomplished within the state prior to submission of this statement. Per DOD Instruction 1320.4: "For promotion to O-7, the Secretary of the military department concerned shall review all adverse information during the last 10 years of an officer's career to identify trends. The Secretary of the military department concerned need not report adverse information identified during that 10-year review unless, in his or her judgment, such information would effect the nomination process."
3. The backgrounds of general officer nominees are checked at several levels to include the inspectors general (IG) at Army and DOD; criminal investigative agencies; and other federal/state administrative agencies as needed. IAW DOD Instruction 1320.4, any adverse information found on a nominee generated by actions within the past 10 years of his/her career will be provided to the DA GOMO for use in the ARNG GOFRB process. The review includes closed equal opportunity (EO) and IG cases resulting in substantiated findings and all pending or ongoing EO or IG investigations. It is imperative that all adverse information pertaining to any officer nominated for Federal recognition is promptly reported through appropriate channels.



----- **EXAMPLE** -----  
----- **Investigative Statement** -----

**STATE LETTERHEAD**

XXXX-XX

DATE

MEMORANDUM FOR Chief, National Guard Bureau, ATTN: NGB-GO

SUBJECT: Investigative Statement

Investigative files maintained in the Military Department, state of *(your state)* referring to *(rank and name of nominee)* by name or identifying particulars, have been reviewed and we find no evidence of conflict of interest or failure to adhere to required standards of conduct. Additionally, there is no evidence of misconduct, nor is there, to our knowledge, a pending investigation of alleged misconduct by this officer.

SIGNATURE BLOCK  
TAG/State IG

## PHOTOGRAPHS

REF: AR 640-30, AR 670-1, NGR (AR) 600-100 paragraph 11-8a(2)

1. Each officer should submit the following number and type of photographs:
  - a. Colonels: (4) – 4x6 digital (preferred) or 4x10 full-length, color, glossy (head and shoulder photographs and other photographs are **not acceptable**)
  - b. General Officers: (4) – 8x10 head and shoulder
2. The following guidance is provided to ensure that the submitted photographs are in accordance with applicable regulations:
  - a. Must be taken in the 12 months prior to the GOFRB.
  - b. Must wear **Federally recognized** grade.
  - c. Must be high quality and in sharp focus.
  - d. Avoid distracting foregrounds or backgrounds.
  - e. For colonels, reflect the officer's basic branch (do not wear General Staff, Inspector General, Staff Specialist, Aide Insignia, or detail branch).
  - f. Title 10 officers are not authorized to wear State awards on an official photo.
  - g. Ribbons must be properly stacked so that their appropriate devices are in plain view. Prior to the photo being taken, use the officer's Resume of Service Career, DA Form 2-1 and Award Documents on Official Military Personnel File (OMPF) to verify awards and decorations. **\*For additional assistance, use this website:** <http://www.army.mil/tools/ribbonRack/build>. This website will give a complete picture of how the ribbons should be worn on the photo.
  - h. Retouching of negative or print is prohibited.
  - i. Digital photographs are to be accomplished IAW AR 640-30.
3. Each **general officer** photograph must have a label on the back with the following typed information: name, height, weight, date of photograph IAW NGR (AR) 600-100.

**Officers are responsible for reviewing and/or correcting their ribbons and photos. Ribbons should reflect the data that appears on the DA Form 2-1 and resume. A final review should be completed prior to submission to NGB-GO. Updated photos can be exchanged prior to the board. **A detailed, final review of the official photo is the nominee's responsibility.****

## **RESUME OF SERVICE CAREER**

**REF: AR 135-156, 600-8-104, NGR (AR) 600-100 paragraph 11-8a(3)**

1. In the Resume of Service Career example, the items in Italics are for assistance and should not be typed on the resume, unless applicable. Use the guidance below to prepare this document. **\*DO NOT DEVIATE from the format. Every resume should look exactly the same.**

- a. Microsoft Word 6.0 or higher
- b. Arial regular 12 pitch font (Turn off Auto Format as you type under Tools, Auto Correct)
- c. 1" margins (left, right, top, bottom)
- d. Use tabs (not spaces) and do NOT use templates
- e. Upper and lower case letters, single spacing
- f. **DO NOT** use headers and footers for the name line and page numbers (**do not** use page numbers on the Addendum to the Resume of Service Career)
- g. Underline and use all titles and subtitles, as indicated on the example -- all nominees will have the acronym "ARNGUS" on the name line.



CORRECT EXAMPLE: **JOHN Q. SHAFF, Colonel (ARNGUS)**

**DO NOT** replace it with the state, such as "ALARNGUS, or ALNGUS, or ALARNG".



INCORRECT EXAMPLE: **JOHN Q. SHAFF, Colonel (ALARNGUS)**

- h. No mandatory page breaks in this document
  - i. List only **OFFICER** military duty assignments; **do not include enlisted assignments or courses**
2. When writing the Resume of Service Career, **do not use** abbreviations, brevity codes, acronyms and military jargon. **Spell out units, courses and awards.**
3. Awards must be listed in order of precedence (highest to lowest).

4. Each entry on the Resume of Service Career must be documented on the officer's OMPF. If an entry is not documented on the OMPF, the supporting document(s) must be provided IAW AR 600-8-104, to NGB-ARP-C (Customer Service) to update OMPF. Since the Officer Evaluation Reports (OER) will be reviewed closely by the board, it is imperative that the assignment information on the resume coincides with the OER. This will eliminate confusion on assignment history.

5. IAW NGR (AR) 600-100, paragraph 11-8A(3), a separate addendum will be included describing the nature of the officer's full-time occupation (or last position held if retired) and the scope and extent of responsibilities. The officer must sign and date the last page which will be the Addendum to Resume of Service Career to verify all information.

Officer  
information  
only

ALL NOMINEES  
WILL HAVE THIS  
ACRONYM ONLY!

## Resume of Service Career

**JOHN Q. SHAFF, Brigadier General (ARNGUS)**

Header should be  
centered and  
typed exactly as  
indicated in this  
example.

YEARS OF COMMISSIONED SERVICE Over 28 years

TOTAL YEARS OF SERVICE Over 30 years

DATE OF COMMISSION 1 February 74 (**DO NOT INCLUDE SOURCE**)

PRESENT ASSIGNMENT Assistant Division Commander, 67th Infantry Division,  
Birmingham, Alabama, since December 01

Do not use  
street  
addresses and  
zip codes---  
only city and  
state required.

PROPOSED ASSIGNMENT Commander, 67th Division, Birmingham, Alabama  
(**For certificate of eligibility nominees only**)

MILITARY SCHOOLS **COMPLETED** (*Minimum - 40 hours duration*)

Airborne Course

Ranger Course

Infantry Officer Basic Course

Armor Officer Advanced Course

Command and General Staff Officer Course

Reserve Components National Security Course

Force Integration Course

Senior Reserve Component Officer Course

National Security Leadership Course

Army War College (**Senior Service College must be completed to be eligible**)

List from the  
oldest to the  
most recent.

EDUCATIONAL DEGREES (*List only baccalaureate or higher degrees*)

1975 Fisk University - BS Degree - Psychology

1980 America University - MS Degree - Criminal Justice

1994 Massachusetts Institute of Technology - PhD Degree - Psychology

2000 Army War College - MS Degree - Strategic Studies

## PROMOTIONS

## DATES OF APPOINTMENT

<u>Rank</u>	<u>Component</u>	<u>Date</u>
2LT	AUS	1 Feb 74
2LT	RA	8 Feb 74
1LT	AUS	8 Jun 76
1LT	RA	8 Jun 77
CPT	USAR	3 Mar 79
MAJ	ARNG	5 Jun 83
LTC	ARNG	5 Jun 87
COL	ARNG	4 Oct 90
BG (Line)	ARNG	1 Dec 95

**JOHN Q. SHAFF, Brigadier General (ARNGUS)**

Starting from the left margin, the name line should read exactly as illustrated here. **DO NOT USE THE HEADER AND FOOTER FEATURE.**

MAJOR DUTY ASSIGNMENTS

FROM      TO                      ASSIGNMENT

Active Duty

Feb 75    Aug 77    Platoon Leader, Company C, 1st Battalion, 502d Infantry, 101<sup>st</sup>  
Airborne Division (Air Assault), Fort Campbell, Kentucky  
Aug 77    Aug 78    Assistant S-3 (Operations), 327th Infantry Battalion, 101<sup>st</sup>  
Airborne Division (Air Assault), Fort Campbell, Kentucky

List all of the officer assignments starting with the past and ending with the most current; no acronyms or abbreviations

USAR - Not on Active Duty

Aug 78    Jan 80    Aide-de-Camp to the Commanding General, 157th Army Re  
Command, Philadelphia, Pennsylvania

ARNG - Not on Active Duty

Jan 80    Aug 81    Commander, Headquarters Troop, 1st Squadron, 148th Cavalry,  
67th Infantry Division, Montgomery, Alabama  
Aug 81    Oct 81    Assistant S-3 (Operations), 1st Squadron, 148th Cavalry, 67th  
Infantry Division, Montgomery, Alabama (non-rated)  
Oct 81    Jun 83    S-3, 1st Squadron, 148th Cavalry, 67th Infantry Division,  
Montgomery, Alabama

ARNG - AGR

Jun 83    Jun 86    Training Officer, Headquarters Detachment, Military Department of  
Alabama

USAR - Not on Active Duty

Jun 86    Jul 87    Adjutant, 33rd Artillery Brigade, Anniston, Alabama  
Jul 87    May 90    Commander, 1st Squadron, 148th Cavalry, 67th Infantry Division,  
Montgomery, Alabama  
May 90    Aug 90    Control Group (Ready Reserve)

Note the difference in Commander, Headquarters Troop, 1<sup>st</sup> Squadron (CPT Position) and Commander, 1<sup>st</sup> Squadron (LTC Position)

ARNG - Active Duty for Training

Aug 90    Jul 91    Student, Army War College, Carlisle Barracks, Pennsylvania

ARNG – Not on Active Duty

Jul 91    Dec 93    Commander, 1<sup>st</sup> Brigade, 67<sup>th</sup> Infantry Division, Mobile, Alabama  
Dec 93    May 94    Chief of Staff, 67<sup>th</sup> Infantry Division, Birmingham, Alabama  
May 94    Present    Assistant Division Commander, 67<sup>th</sup> Infantry Division, Montgomery,  
Alabama

Use these subtitles only

**STATE AWARDS  
ARE NOT  
AUTHORIZED**

**JOHN Q. SHAFF, Brigadier General (ARNGUS)**

**US DECORATIONS AND BADGES**

Legion of Merit

Meritorious Service Medal (with 3 Oak Leaf Clusters)

Army Commendation Medal (with Oak Leaf Cluster)

Army Achievement Medal

Army Reserve Components Achievement Medal (with 6 Oak Leaf Clusters)

National Defense Service Medal (with Bronze Service Star)

Humanitarian Service Medal

Armed Forces Reserve Medal (with Silver Hourglass Device)

Army Reserve Components Overseas Training Ribbon

Army Service Ribbon

Ranger Tab

Parachutist Badge

Start with  
the highest  
award and  
end with the  
lowest

As of 30 Jan 04 (***Change “as of” date each time resume is updated***)

The official photograph should include all of the awards as listed on the resume and DA Form 2-1.

**DO NOT LIST STATE or FOREIGN AWARDS ON THE RESUME.** These are federal awards only.

**DO NOT USE - (with 3 awards).**  
Use the appropriate subsequent award titles, as seen above - (with 3 **Oak Leaf Clusters**).

Include current  
civilian,  
technician,  
AGR/Title 10  
information

## ADDENDUM TO RESUME OF SERVICE CAREER

**JOHN Q. SHAFF, Brigadier General (ARNGUS)**

Header should be  
centered and  
typed exactly as  
indicated in this  
example.

DO NOT USE  
position the  
standard name  
line as indicated  
on the previous  
pages.

CURRENT OCCUPATION Executive Vice President, RJT Corporation, Gaithersburg, Maryland

### NATURE, SCOPE AND EXTENT OF RESPONSIBILITIES

Has overall responsibility for design, construction and marketing of a line of luxury trailers sold throughout the United States, Canada and Mexico. Supervises a staff of three vice presidents. Responsible for 1,200 employees at thirteen worldwide locations. Annual operating budget for 2002 is in excess of \$9 million. Position requires intercontinental travel to customer locations.

\_\_\_\_\_  
Nominated Officer's Signature

\_\_\_\_\_  
Date

Sign and date

- Enter current position only
- Do not list previous positions and/or civic/military or religious affiliations
- Limit addendum to one separate page
- If Retired, enter "RETIRED" after CURRENT OCCUPATION and **annotate former position**

DO NOT USE  
PAGE NUMBERS  
ON THIS PAGE.



**STATE APPOINTMENT & ASSIGNMENT ORDERS**  
**REF: AR 600-8-105, NGR (AR) 600-100 paragraph 11-8a(5-6)**

1. Submit a copy of the state promotion order to the general officer grade. This is not required for officers being considered for a Certificate of Eligibility.
2. Submit a copy of the state assignment order to the general officer position. This is not required for officers being considered for a Certificate of Eligibility.

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**RETIREMENT POINT ACCOUNTING SYSTEM STATEMENT**  
**REF: NGR (AR) 600-100 paragraph 11-8a(7)**

Ensure the printout covers all periods of service to within 6 months of the GOFRB.

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**DA FORM 705 / ARMY PHYSICAL FITNESS TEST**  
**REF: FM 21-20**

All officers must have passed an APFT within one year of the GOFRB, or have a medical profile. Attach the medical profile, if applicable. **\*If required, attach DA Form 5500-R/5501, Body Fat Content Worksheet. AGR officers must have passed APFT within six months of GOFRB.**

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**DA FORM 2-1 / PERSONNEL QUALIFICATION RECORD**  
**REF: AR 600-8-104**

Submit a current certified copy of the entire form to support documented awards.

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**SECURITY CLEARANCE STATEMENT**  
**REF: AR 380-67, NGR (AR) 600-100 paragraph 11-4I**

The officer's Top Secret security clearance must not be older than four and one-half years. For those individuals who do not possess a Top Secret clearance, a background investigation must be initiated prior to the convening date of the GOFRB. See example on next page. The statement verifying the DA Form 873 must provide the date that the latest investigation/reinvestigation was completed.

----- **EXAMPLE** -----  
----- **Security Clearance Statement** -----

**STATE LETTERHEAD**

XXX-XX

DATE

MEMORANDUM FOR Chief, National Guard Bureau, ATTN: NGB-GO

SUBJECT: Verification of Security Clearance

I have seen the original DA Form 873, Certificate of Clearance and/or Security Determination, issued by the US Army Central Personnel Clearance Facility on *DD MMM YY* stating that *Full Name and SSN* has a security clearance at Top Secret level based on a *Type of Investigation, i.e. SBI*. Date investigation completed: *DD MMM YY*, date final clearance granted: *DD MMM YY*. The original DA Form 873 is on file in the soldier's MPRJ.

FOR THE ADJUTANT GENERAL:

XXXXX X. XXXXXXXX  
XXX, XX  
Director, Military Personnel

## OMPF ON-LINE REVIEW CHECKLIST

(Submit to NGB-GO NLT: 9 September 04)

RANK/NAME \_\_\_\_\_ STATE \_\_\_\_\_

The documents below are required to update the OMPF On-Line on the nominated officer for the General Officer Federal Recognition Board. Documents must be visually reviewed and submitted to NGB for processing into the Personnel Electronic Records Management System (PERMS) prior to submission to the board. All documents not posted should be forwarded directly to NGB-ARP-C, ATTN: Customer Service, as indicated in the instructions of the General Officer Handbook. Missing Officer Evaluation Reports should be forwarded to NGB-ARP-C for profiling. A final review of the updated OMPF On-Line should be completed by the state at least 60 days prior to the FRB date. **Based on initial review only, submit this completed document to NGB-GO, NLT 9 September 04.**

DOCUMENT	REVIEW DATE	STATUS
HIGHEST MILITARY EDUCATION (NOTE: All education should be posted on OMPF On-Line) (DIPLOMA AND/OR CERTIFICATE)		

➤ WAR COLLEGE	25 Feb 04	POSTED
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CIVILIAN EDUCATION - (NOTE: All degrees should be posted on OMPF On-Line)

➤ MS	25 Feb 04	NGB-ARP-C, 25 Feb 04
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OFFICER EVALUATION REPORTS - Enter the OERs submitted to NGB-ARP-C (NOTE: ALL (PROFIED) OERs MUST BE INCLUDED ON THE OMPF ON-LINE. ALL GAPS MUST BE FILLED\*\*)

➤ OERs:

1. 20030201 – 20040131	25 Feb 04	POSTED
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

HIGHEST AWARD (NOTE: All award certificates/orders should be posted to the OMPF On-Line)

➤ LOM	25 Feb 04	POSTED
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➤

\*NOMINEE'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## **OFFICER EVALUATION REPORTS**

**REF: AR 623-105 paragraph 5-22c, NGR (AR) 600-100 paragraph 11-8a(9)**

1. A special Officer Evaluation Report (OER) (Submission Code: 32) will be submitted if the officer's last OER end date is prior to **1 September 2004**. The actual "thru" date of the report will be 1 September 2004.

2. OERs missing from an officer's OMPF can affect the GOFRB review. These OERs should be processed immediately at the State and forwarded to NGB-ARP-C. Ensure the transmittal document is annotated "**GOFRB DOCUMENTS**" to avoid a delay in processing and ensure the documents are added to the officer's OMPF. **NOTE: All OERs are required to be posted on the OMPF. If there are any gaps throughout the appropriate rating periods during the officer's entire career, they must be filled with an OER, AER or a document indicating a non-rated period (NGB 25). STATES MUST VERIFY THAT ALL OF THE OERs HAVE BEEN PROFILED AND PLACED ON THE OMPF.**

3. When applicable, request(s) for non-rated time will be submitted to NGB-ARP-C. Requests for OERs and non-rated time for periods of service other than ARNG (i.e. USAR, Active Army, Air Force, etc.) must be processed through the appropriate agency.

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## **PHYSICAL EXAMINATION**

**REF: AR 40-501, AR 600-9, NGR 40-501, NGR (AR) 600-100 paragraph 11-4i**

1. Officers will not be considered without an approved physical. Physical examinations have proven to be the most time consuming and the most difficult to finalize during the board preparation process. Time is the key factor in the process, as well as providing the appropriate documents for approval. **IT IS CRUCIAL THAT THE PHYSICALS ARE COMPLETED AND FORWARDED TO NGB-GO IN A TIMELY MANNER. NOTE: Physicals will be forwarded to NGB-GO. All physicals must be completed by active component facilities or MEPS (no exceptions).** Physicals completed by National Guard/Reserve units and state surgeons are not authorized for this process and will be returned. Recommend state surgeons review physicals and assist with additional requirements, as necessary. Nominees will not board without an approved physical.

2. Physical includes: DD Form 2807 and DD Form 2808 (or SF 88/SF 93, DA Form 3349 (Physical Profile). If needed, forward DA Form 5500-R (Body Fat Content Worksheet).

3. NGR 40-501, paragraph 5-2 states, "Physical examinations for promotion to General Officer shall be obtained at Active Component Medical Activities (MEDDAC) or Medical Center (MEDCEN) facilities, within the six (6) months prior to the date of the convening selection board." NGR 40-501, paragraph 9-1 states, "An "executive type" physical examination of the scope prescribed by the General Officer Management Branch (NGB-GO) must be accomplished at an Active Military Medical facility within twelve (12) months prior to the commencement date of the Federal Recognition Board, IAW NGR (AR) 600-100, Chapter 11-8a(8)(c)."

4. To clarify the above, an "executive type" physical examination for the purposes of the ARNG GOFRB will be rendered using AR 40-501, chapter 3, Medical Fitness Standards for Retention and Separation Including Retirement IAW NGR (AR) 600-100, paragraph 11-4i(1). The examination will be dated **within 12 months** of the date of the board. Physical examinations are to be scheduled to ensure that all consultations or recommended follow-up actions are accomplished and final medical qualification is determined **NLT 9 September 2004**. All examinations will be completed by an active component military treatment facility (MTF) or military entrance processing station (MEPS). An MTF is defined as an active duty Army, Navy, or Air Force Medical Clinic, Hospital or Medical Center. Exceptions will meet requirements of NGR 40-501, Chapter 5, Examining Authorities. NGR 40-501, Chapter 4, Authorization for Examinations, gives guidance for all officers concerning authorization letters, orders, and travel expenses.

5. This office **strongly recommends** that the State Surgeon screen all documents. The exam facility may use the electronic version of the forms (DD 2808/2807) and all soldiers over 40 need intraocular pressures performed (the number on the form for this test depends on which form is being used). Males over 40 also need a blood test called Prostatic Specific Antigen (PSA). Also, as before, female AGR soldiers over 40 need a mammogram current within 2 years if under 50 and annually if over 50. Appropriate medical consultations must be included for all surgeries, orthopedic problems, ulcers, and all other conditions that required medical treatment. Special attention should be paid to the following items:

a. SF 88:

- (1) #5, original purpose of the examination may be ARNG GOFRB
- (2) #6, date of physical examination, must be entered.
- (3) #15, name and complete address of physical examination facility.
- (4) #18 through #31, checked "normal" or "abnormal", as appropriate. A mammogram (#28) is required for all female officers. The examining physician must address all abnormal findings in the "notes" section. Date of last HIV screening, this test is required to be done every five years for basic reporting, other requirements may require a more frequent test.
- (5) #32, the examining physician must specifically address:
  - (a) Prostate gland.
  - (b) Stool hemocult results.
- (6) #33 through #42, checked "normal" or "abnormal", as appropriate. The examining physician must address all abnormal findings in the notes section.
- (7) #43, pelvic examination, to include a PAP smear, is required for all female officers.
- (8) #44, dental, must be reported "acceptable" or "non-acceptable", as appropriate, in the remarks section. Dental chart need not be completed.
- (9) #45, urinalysis (specific gravity, albumin, sugar, microscopic), must be entered, and the laboratory report form attached to the SF 88.
- (10) #48, EKG, results must be entered. The EKG print-out and interpretation must be attached to the SF 88.

(11) #50, the following test results must be entered, and the laboratory report form(s) attached to the SF 88.

(a) cholesterol.

(b) fasting blood sugar.

(12) #51, height in inches, must be entered.

(13) #52, weight, must be entered. DA Form 5500-R (Body Fat Content Worksheet), must be accomplished and attached to SF 88, if appropriate IAW AR 600-9.

(14) #57a, blood pressure (sitting), must be entered.

(15) #59, uncorrected and corrected distant vision, must be entered.

(16) #61, uncorrected and corrected near vision, must be entered.

(17) #71, audiometer, recorded in decibels, at the 500Hz, 1000Hz, 2000Hz, 3000Hz and 4000Hz levels, in both ears, must be entered.

(18) #74, summary of defects and diagnoses, must be recorded by the examining physician as appropriate.

(19) #75, recommendation of further specialist examinations indicated, as appropriate.

(20) #76, physical profile, IAW AR 40-501, must be entered.

(21) #77, original purpose of the examination, ARNG GOFRB, and specify chapter 3, AR 40-501, was used to determine the Qualified/Not Qualified status of examinee IAW NGR 40-501, paragraph 6-2.

(22) #82, Signature of State Surgeon or physician designee as designated in NGR 40-501, paragraph 5-4.

b. SF 93:

(1) #6, date of physical examination, must be entered.

(2) #7, name and complete address of physical examination facility

(3) #8, statement of present health, and medications currently used.

(4) #9 through #11, appropriate response must be recorded for each entry.

(5) #12, must be recorded for all female officers.

(6) #15 through #24, all details must be fully recorded.

(7) #25, all positive responses recorded in #9 through #24, must be fully addressed by the examining physician.

**RACE AND GENDER ANALYSIS DATA**  
**REF: DoD Instruction 1320.4**

1. An original form for the appropriate grade must be completed and forwarded to NGB-GO **with the nomination packet**. The signed original should be mailed to arrive **NLT 1 September 2004**.
2. All calculations must be based on the date the GOFRB is scheduled to convene. "As of" date should be the date signed by the Adjutant General. If using the category "Other," then "Other" must be defined. Each form must be signed by **the Adjutant General**; **signature authority may not be delegated**.
3. Review boxed instructions of the example on page 41.

## Example

Make sure the correct form is used. **INCLUDE ONLY THE NAMES OF THE RECOMMENDED OFFICER(S).**

This is who was recommended by the State for consideration by the Board.

## Example

This column must balance across and down.

		Male		Female		Total	
		O-6 Eligibles	Recommended for Fed Rec	O-6 Eligibles	Recommended for Fed Rec	O-6 Eligibles	Recommended for Fed Rec
Potential candidates for <b>O-7</b> <b>COL JOHN Q. SHAFF</b>	White	4	0	1	0	5	0
	Black	2	0	1	1	3	1
	Hispanic	1	0	0	0	1	0
	Nat Amer	0	0	0	0	0	0
	Asian	0	0	0	0	0	0
	Other *	1 ( )	0	0	0	1	0
	Total	8	0	2	1	10	1

All rows and columns **MUST** have an entry. No blanks.

\* "Other" = must specify

**Eligibility:** Number of officers in the state, who have served minimum required time in grade, meet all MRD/MSD and military education requirements for Federal recognition to next higher grade.

### Eligibility data does not consider:

- Medical Fitness
- Height/Weight Standards
- Civilian Education
- Physical Fitness Results
- Geographic Availability

If not listed in one of the 5 categories above then must use "Other" and specify what that is.

- Note:** 1. All calculations must be based on the date the Federal Recognition Board is scheduled to convene.  
2. Each form **must** be signed by the Adjutant General.

**Must be signed by the AG. Include signature block below the line.**

## Example

\_\_\_\_\_  
The Adjutant General



**Race and Gender Analysis  
for  
National Guard General Officer  
Federal Recognition Board**

State: \_\_\_\_\_

As of: \_\_\_\_\_

		Male		Female		Total	
		O-6 Eligibles	Recommended for Fed Rec	O-6 Eligibles	Recommended for Fed Rec	O-6 Eligibles	Recommended for Fed Rec
Potential candidates for <b>O-7</b>	White						
	Black						
	Hispanic						
	Nat Amer						
	Asian						
	Other *						
	Total						

\* "Other" = must specify

**Eligibility:** Number of officers in the state, who have served minimum required time in grade, meet all MRD/MSD and military education requirements for Federal recognition to next higher grade.

**Eligibility data does not consider:**

- Medical Fitness
- Height/Weight Standards
- Civilian Education
- Physical Fitness Results
- Geographic Availability

**Note:** 1. All calculations must be based on the date the Federal Recognition Board is scheduled to convene.  
2. Each form **must** be signed by the Adjutant General.

\_\_\_\_\_  
The Adjutant General

State: \_\_\_\_\_

**Race and Gender Analysis  
for  
National Guard General Officer  
Federal Recognition Board**

As of: \_\_\_\_\_

		Male		Female		Total	
		O-7 Eligibles	Recommended for Fed Rec	O-7 Eligibles	Recommended for Fed Rec	O-7 Eligibles	Recommended for Fed Rec
Potential candidates for <b>O-8</b>	White						
	Black						
	Hispanic						
	Nat Amer						
	Asian						
	Other *						
	Total						

\* "Other" = must specify

**Eligibility:** Number of officers in the state, who have served minimum required time in grade, meet all MRD/MSD and military education requirements for Federal recognition to next higher grade.

**Eligibility data does not consider:**

- Medical Fitness
- Height/Weight Standards
- Civilian Education
- Physical Fitness Results
- Geographic Availability

**Note:** 1. All calculations must be based on the date the Federal Recognition Board is scheduled to convene.  
2. Each form **must** be signed by the Adjutant General.

\_\_\_\_\_  
The Adjutant General